

NORTHERN LEADERS
TRUST



Appointment of Finance Assistant

Part time/open to term time only + 10 days to be worked last 2 weeks August. Flexibility of working pattern.
Minimum 22 ½ hours per week negotiable.

Grade N4: £19,650 to £20,852 pa (pro-rata to hours/working weeks)

Closing Date: 11 July 2022

Candidate Information Pack



all different all equal

**Kenton School, Drayton Road,
Newcastle upon Tyne NE3 3RU**



**Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ**

Introduction from the Chief Executive Officer

Dear Applicant

Thank you for your interest in the role of Finance Assistant for Northern Leaders Trust. Further details, including a detailed job description and person specification, are enclosed within this pack for your information.

Northern Leaders Trust was established in 2014 and comprises of two academies supported by our central services team. Kenton School, our largest academy has around 1800 students including a successful sixth form provision. With around 450 students expected to rise to around 650 over the next 3 years, Studio West school focusses on delivering a studio school type approach.

We are seeking an experienced Finance Assistant to join our busy team in this new post providing support raising invoices, processing payments and responding to queries from our Trust, schools and suppliers.

We are seeking candidates with either experience working in a financial or administration role combined with excellent numeracy and literacy skills (evidence by a minimum of GCSE A*C (4-9) in Mathematics and English, or those with a relevant finance qualification, such as AAT, seeking to start their career in finance.

Candidates must possess effective communication skills and the ability to process and analyse figures accurately and to tight deadlines, excellent interpersonal and ICT skills, including use of Microsoft Excel.

In return we offer you the opportunity to join our supportive, professional central services team, in a role that offers fantastic opportunities for training and further development.

Working at Northern Leaders Trust can offer you: -

- Access to the Local Government Pension Scheme
- Salary sacrifice schemes including leased car scheme, cycle to work and childcare voucher schemes
- Free on-site parking
- Hybrid/flexible working opportunities
- Free gym access

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to human.resources@kenton.newcastle.sch.uk no later than 12.00 Noon on Friday 24th June 2022.

We look forward to receiving your application.

Yours sincerely



Ian Kershaw, Chief Executive Officer

Finance Assistant

Job Description

Salary Grade: N4

Hours: Part time / open to term time only + 10 days to be worked last 2 weeks August / flexibility of working pattern. Minimum 22 1/2 hours per week negotiable.

Main work location: Northern Leaders Trust at Drayton Road, Newcastle, NE3 3RU

Responsible To: Senior Finance Officer

Main Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required.

- To assist with the timely processing of the day-to-day financial transactional processing under the direction of the Finance Officer.
- To undertake tasks associated with the purchase ledger processing of the Trust, including sourcing suppliers, checking requisitions, raising purchase orders, matching delivery notes and processing purchase invoices ready for payment.
- To liaise with various internal and external stakeholders regarding purchase orders and invoices.
- Make appropriate purchases for the trust ensuring the relevant financial procedures and processes are being followed and liaise effectively with suppliers and vendors with regards to billing and invoicing. Referring complex cases to the Finance Officer.
- To reconcile cash income from academies and prepare for banking.
- To monitor the finance email mailboxes responding to and answering any queries and forwarding emails where necessary.
- To monitor the trusts stationery stocks and order supplies where necessary.
- To comply with the Trust's Financial Management Policy and the Academies Financial Handbook.
- Responsible for reviewing the accuracy of all General Ledger and VAT codes entered for purchase orders and supplier invoices.
- Process purchase orders in a timely manner, ensuring that all purchasing is authorised and approved in accordance with the Trust's Scheme of Delegation and associated Finance policies and procedures.
- Process supplier invoices, ensuring that all goods have been matched with purchase orders and delivery notes.
- Handle enquiries from various stakeholders in connection with orders and purchase ledger. This could include enquiries from colleagues regarding orders in progress or enquiries from suppliers regarding payment of invoices.
- Maintain supplier records within the finance accounting system, including setting up new suppliers and amending any changes of details where necessary.
- Prepare supplier payment runs ensuring invoices are paid promptly and in line with the terms of sale.

- To work flexibly and provide administrative support within the wider Finance Team e.g. filing, scanning and preparation of spreadsheets
- Maintaining effective working relationships; ensuring delivery of a professional service focused on achieving a high level of customer satisfaction.
- To deal with financial correspondence, internal and external post, and telephone queries from other organisations.
- Promote the safeguarding and welfare of the children and young people the post-holder is responsible for; or comes into contact with.
- To promote and implement the Trust's equal opportunities policy in all aspects of employment and service delivery.

Finance Assistant

Person Specification

Area	Essential/ Desirable
Qualifications and Training	
Good general education with GCSE's or equivalent in English & Maths (A to C / 9 to 4) or be able to offer evidence of commensurate experience	E
Evidence of continued professional development	D
Knowledge and Experience	
Experience of school/academy finance operations	D
Experience of working within a finance department	E
Experience of accounting systems - SAGE 200 preferred	E
Experience of purchase ledger processing	E
Skills and Key Criteria	
Experience of Microsoft Office packages (including Word and Excel)	E
Ability to prioritise workload effectively to meet deadlines	E
Ability to communicate with to a range of stakeholders, through excellent written and oral communication skills.	E
Ability to work on own initiative and to organise/prioritise own workload	E
Ability to maintain confidentiality	E
Personal Attribute	
A supportive and cooperative team member with a flexible approach	E
Highly motivated showing resilience and reliability	E
A positive attitude and commitment to equality	E
Ability to work outside normal trust hours if the need arises	D
Ability to travel to trust academy locations as required	D
Equal Opportunities	
Should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the Trust.	E
Safeguarding	
Commitment to the protection and safeguarding of children and young people	E
Have an up-to-date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.	E
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check	E

About our Trust

Northern Leaders Trust (formerly known as Kenton Schools Academy Trust); Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school. Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 4 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

About our Schools

Studio West; Studio West opened in 2014 as a 13-19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7. The school now has around 450 students with a PAN of 90 and is well oversubscribed in all year-groups 7-10 as it is "re-growing" its provision towards full capacity through to 6th Form from September 2022.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



Kenton School; Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.



Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.

Links to Relevant Documents

For further information, please visit our website www.northernleaderstrust.org

Kenton School: www.kenton.newcastle.sch.uk

Studio West: www.studiowestnewcastle.sch.uk

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

Part time / open to term time only + 10 days to be worked last 2 weeks August / flexibility of working pattern. Minimum 22 ½ hours per week, negotiable. Normal office hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day.

Annual Leave Entitlement

The annual leave entitlement for the post is 24 days plus 8 public holidays rising to 28 days plus 8 public holidays on completion of 5 years' or more continuous Trust or local government service.

Pay and Grading

The grade of the post is N4, equivalent to local government pay spine points 5-8, with current corresponding salary of £19,650 to £20,852 pa. This is a part-time post, therefore salary will be pro rata based on working hours and working weeks. Incremental progression through the pay range takes place on 1 April each year until the top of the grade is reached.

Probationary Period

New entrants to Northern Leaders Trust are subject to a six month probationary period.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people in all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

How to Apply

If you feel you have the experience, skills and attributes to succeed as part of our team, please download an application form from our website www.northernleaderstrust.org and return it to human.resources@kenton.newcastle.sch.uk

Closing date: 12 Noon on 11 July 2022